

INSTRUCTIONS FOR STEWARDSHIP GRANT PROGRESS REPORT FORM

- Do not attach previously submitted progress reports.
- If you need more space, add attachments at the end, not in the middle.
- You are required to use the fill-in form. Do not alter the fill-in form. Instead, add additional information as attachments.
- Try to be brief. Fit your responses in the fields provided. If you force more words into the allowed space, the additional words will not appear when it is printed.

PAGE 1: CERTIFICATION PAGE

- Check whether the Progress Report is Semi-Annual or Annual.
- Identify the Contract No., Contract Award Amount, Project Name used on the contract, dates covered by the entire Project Period, and the dates covered by this particular Progress Report. These identifiers will help to distinguish this report from any other contract that may be outstanding.
- Separate forms should be completed for each outstanding contract.
- Signed Certification Page is required. E-signatures are accepted.

A. PROJECT OVERVIEW

Briefly summarize the project.

B. PROJECT ACCOMPLISHMENTS

Briefly summarize what has been accomplished during the period covered by the Progress Report.

C. PROJECT CHALLENGES

Briefly summarize any issues, problems, barriers that are affecting the ability to complete the project.

D. FUTURE PLANS RELATING TO THE PROJECT

Briefly summarize what is planned for the future. If this is a semi-annual report, indicate what is planned for the second-half of the year. If this is an end-of-the-year Progress Report, indicate what needs to be done going forward.

E. PHOTOGRAPHS, MAPS, AND OTHER EXHIBITS

- These must be attached at the end of the report as a Word document. If you attach photos, be sure to caption each photo with a date and subject. If it is a group picture, please identify the group and date photo was taken. No need to name the individuals in the photo. There is no need for the same location maps that were attached in the original grant application. Maps can be sketches and/or drone photos illustrating before and after activities.

F. PROJECT ACTIVITIES TABLE *(Enter the Contract No. in the header.)*

- Make sure that the table(s) are in the Landscape Orientation, when filled out and printed.
- Two tables are provided. Attach additional pages, if needed.

Example of an ongoing activity that has to be done regularly, such as mowing, garden maintenance:

Type of Activity	Completion Date and/or % Complete	Contractors/Collaborators
Brush Clearing	100% (every 6 months)	Ka‘u Lawn Mowers
Hand-weeding the Kalo and Garden	100% (every 2 months)	Ka‘u Agriculture School – 25 students (grades 5 & 6) & 1 teacher

In this example, Brush Clearing is done throughout the year. The semi-annual brush clearing has been 100% completed during the Reporting Period. Similarly, Hand-weeding is done throughout the year. 100% of hand-weeding has been completed during the Reporting Period.

Example of a special activity that is to be completed as part of the project:

Type of Activity	Completion Date and/or % Complete	Contractors/Collaborators
Survey of invasive plants/animals	50%	Professor Green, UH-Hilo
Interviews of 3 Cultural Practitioners	April 2023 - 100%	Professional Secretarial Services, Inc. & UH-Hilo Anthropology Students

In this example, 50% of the Survey has been completed during the Reporting Period, and 100% of the Cultural Practitioner Interviews was completed by April 2023.

G. PROJECT RECEIPTS (GRANT FUNDS ONLY) (*Enter the Contract No. in the header. Provide receipts to the Dept. of Finance.*)

- Make sure that the table(s) are in the Landscape Orientation, when filled out and printed.
- Enter only expenses for activities that used grant funds.
- Only one vendor should be listed in each row.
- More than one date can be entered when there are several receipts from the same vendor.
- Three tables are provided. Attach additional pages, if needed.
- List only the number(s) from the HI County Charter 10-16(g) that corresponds to the purpose of the Type of Expense. Refer to the complete listing of HCC 10-16(g) on the final page of these Instructions. Educational purposes can be (1), (3), (4), (7), (9), (12), and/or (13), depending on the activity's agenda.
- The total at the bottom of the Total Amount column will be automatically calculated for each table. Only currency numbers can be entered in the Total Amount column. No need to enter the \$ sign.
- If more than one separate table is used, the Totals for each page will be automatically calculated, but the Total Amount of Grant Funds Encumbered/Spent for the Reporting Period needs to be manually calculated and entered on page 7 of the Progress Report Form.
- Similarly, the Grand Total of Grant Funds Encumbered/Spent for the Annual Report will need to be manually calculated and entered on page 7 of the Progress Report Form.

Example of how to complete the Project Receipts Table(s):

HI County Charter 10-16(g)	Date(s) of Payment	Type of Expense	Vendor	Number of Receipts	Total Amount
(3)	July 2023	Small hand tools, gloves, etc.	Home Depot	3	\$150.00
(4)	11/1/23	Supplies for Education Day	Office Max	1	\$200.00
(1)	12/5/23	Fence repair due to vandalism	On the Line Fencing	1	\$900.00
(16)	07/23 to 10/23	Biological Study (50%) completed	UH-Hilo, Professor Green	1	\$800.00

H. IN-KIND SERVICES AND OTHER RESOURCES (*Enter the Contract No. in the header.*)

- Make sure that the table(s) are in the Landscape Orientation, when filled out and printed.
- Two tables are provided. Attach additional pages, if needed.
- This is where calculations of volunteer time and value are shown.
- Examples of generally accepted volunteer rates by state can be found here: <https://independentsector.org/resource/value-of-volunteer-time/> Other sources of information about volunteer hourly rates are available on-line and within the nonprofit community.

- Other Resources could be from a separate grant award, a fundraiser, or donations from supporters.
- The form does not automatically calculate and enter the total of In-Kind Values and Other Resources. These totals will need to be manually calculated. Enter the totals separately in each table, and manually total all values on page 9 of the Progress Report Form.

Example of how to complete the In-Kind Services and Other Resources Table:

Date	Activity	Person/Organization	# of Participants	Calculation of In-Kind Value	Other Resources
Jan./Mar./May 2023	Hand-weeding the Kalo and Garden	Ka‘u Ag. School Students	25 students	25 students X 3 hrs. @ \$8/hr. = \$600.00	\$10.00 donated for refreshments
Jan./Mar./May 2023	Hand-weeding the Kalo and Garden	Ka‘u Ag. School Students	1 teacher	1 teacher X 9 hrs. @ \$28/hr. = \$252.00	\$5.00 donated for transportation
Mar. 2023	Biological Survey	Dr. Peter Green	1 researcher	15 hrs. X \$50/hr. = \$750.00	\$10.00 donated for transportation
Feb./Mar./Apr. 2023	Interviews of Cultural Practitioners	UH-Hilo Anthropology Students	2 college students	2 college students X 20 hrs. @ \$28/hr. = \$1,120.00	
Feb./Mar./Apr. 2023	Interviews of Cultural Practitioners	UH-Hilo Anthropology	1 advisor (teacher)	1 advisor X 6 hrs. @ \$37/hr. = \$222.00	
Feb./Mar./Apr. 2023	Interviews of Cultural Practitioners	Ka‘u Senior Citizen Program	3 kūpuna	3 kūpuna X 10 hrs. @ \$28/hr. = \$840.00 Minus \$500 (grant) = \$340.00	\$500.00 OHA Oral History Grant
		TOTAL IN-KIND & OTHER RESOURCES	(Leave Blank)	\$3,284.00	\$525.00

Explanation of examples: Estimating the hourly values of volunteer services is not an absolute science. You may be asked to justify your estimates. Be careful not to duplicate values. In the above example, each kupuna’s interview totaled 10 hrs. The total In-Kind value is calculated to be \$340.00 (\$840 minus the \$500 OHA Oral History Grant for a total of \$340.00 in In-Kind credit.). **Values are for illustrative purposes only.**

I. EQUIPMENT INVENTORY ≥ \$250.00 (GRANT FUNDS ONLY) (Enter the Contract No. in the header.)

- Attach copy of any warranty documents. The form will automatically calculate the total costs. Only currency numbers can be entered in the Cost column. No need to enter the \$ sign. Location refers to where the equipment is stored.

Example of how to complete the Equipment Inventory Table:

Item Description	Cost	Purchase Date	Model/Serial No.	Location
5’ X 10’ Landscape Trailer	\$1,600.00	2/22/23	Ultimate #ULT-234-567-XY	Ka‘u Agricultural School Base yard

Mahalo!

Should you have any questions, please contact: PONC@hawaiiicounty.gov.

Refer to the Hawai'i County Charter Section 10-16(g) (2020 Revision) reprinted below in order to fill in the first column of the PROJECT RECEIPTS (GRANT FUNDS ONLY) table. List only the numbers corresponding to the allowable expense. Note that fiscal sponsorship fees and administrative fees and costs are not allowable expenses from the PONC stewardship / maintenance fund.

- (g) The maintenance fund shall be used solely for public safety maintenance and preservation of those lands and easements acquired by the public access, open space, and natural resources preservation fund, and shall be used only for expenditures directly related to its purpose. Expenditures by the administration and/or stewardship grants presumed to be directly related are as follows:
- (1) Reparation (fixing, mending, repair work, and servicing);
 - (2) Preservation (damage control, salvaging, safekeeping, and safeguarding);
 - (3) Conservation of soil, forests, shorelines, native wildlife, streams, wetlands, watershed, and floodways;
 - (4) Restoration (replacement, reclamation, reconditioning, and remediation);
 - (5) Wildfire and fire prevention;
 - (6) Repair of existing buildings to meet the current code requirements, if the building is deemed reasonable to save;
 - (7) Replacing signs to meet the current code requirements;
 - (8) Installation, repair, or replacement fencing and gate or access mechanisms;
 - (9) Installation or repair of cattle guards;
 - (10) Building, renting, leasing, installing and maintenance of toilet facilities;
 - (11) Building and installation of small sheds or structures for the storage of maintenance equipment;
 - (12) Building, installation and maintenance of structures to provide protection from the elements;
 - (13) Creation of trails or paths to access land for public safety, maintenance, and preservation;
 - (14) Mitigation of flooding problems including repair or restoration of existing culverts, drainage features, or other similar flood control mitigation;
 - (15) Archeological survey and buffering of Native Hawaiian historical or cultural sites after appropriate consultation with Native Hawaiian descendants and cultural practitioners;
 - (16) Biological studies for the protection of Native Hawaiian species of plants and animals; or
 - (17) Mitigation of Americans with Disabilities Act compliance issues that may arise during the course of public safety maintenance and preservation.